

**LUCY ROBBINS WELLES LIBRARY  
BOARD OF DIRECTORS MEETING  
MARCH 9, 2009**

**BOARD MEMBERS IN ATTENDANCE**

Paul Crosswaith, Marie Dowling (arrived at 8:25 PM), Anna Eddy, Sue Halpin, Judy Igielski, Iris Larsson, Maureen O'Connor Lyons, Eric Rothauser, Neil Ryan, Diane Stamm, Trudie Walker

**BOARD MEMBERS ABSENT**

Dennis Doyle, Tony Palermino, Sue Wright

**STAFF**

Marian Amodeo, Library Director  
Lisa Masten, Assistant Library Director  
Gail Whitney, Secretary for the Board

**TOWN COUNCIL LIAISONS ABSENT**

Kris Nasinnyk  
David Nagel

**FRIENDS MEMBER**

Natalie Harbeson

**CALL TO ORDER**

The meeting was called to order by Maureen O'Connor Lyons at 7:05 PM.

**I. ROLL CALL**

**II. SECRETARY'S REPORT/COMMUNICATIONS/MINUTES**

**MOTION:** Sue Halpin made a motion to accept the minutes of the regular monthly meeting of February 9, 2009, Judy Igielski seconded the motion, and the motion to accept the minutes of the regular monthly meeting of February 9, 2009 was unanimously approved with a 10-0 vote.

**III. PUBLIC PARTICIPATION**

At this time Maureen asked the Board to move the Agenda item of David King's proposal for expansion study; the Board agreed.

David King, Vice President of Kaestle Boos Associates, Inc. introduced himself. He stated that he was asked back in December to develop a quick plan for the Library's expansion. He had approximately 8 days to complete this proposal and spoke with Marian about some ideas to put into the proposal. The more formal proposal would include a plan for the expansion into the property that was purchased next door to the Library; expanding parking; assisting with and making presentations to the Town Council, public; developing a page for the website on the expansion; cost analysis; analysis and investigation of the physical plant; energy saving ideas; and specific space needs.

The Board questioned Mr. King about using solar panels, a control system for heating and air conditioning, light figures, geo-thermal possibilities, time limits on developing and preparing the final comprehensive plan. Mr. King stated that once the Board has given approval he believes there is a 90 day period to submit final plans. Additionally, all energy saving means would be investigated. There was a question as to whether once the Board does accept this proposal if Kaestle Boos becomes the architect or would the proposed plans be put out to bid. Kaestle Boos would be the architect of this project and a building committee would oversee the project. There was also a question as to funds for this project and if the Library uses their own funds, would the Library have to go out to bid. Maureen thanked Mr. King for attending this evening's meeting and giving his presentation.

#### **IV. TREASURER'S REPORT**

Iris stated that while she was on vacation Maureen handled paying all bills. Maureen indicated to Iris that \$100 deposit needs to be sent to the Hillstead Museum for the Staff Appreciation event.

#### **V. LIBRARY DIRECTOR'S REPORT**

Marian reported that she received a check from the Newington Junior Women's Club for \$175 today. The club is now defunct and when they were closing out their books they unanimously decided to give this money to the Library.

The Library will be offering a new service: Books By Mail. This will be for people who are incapacitated on a temporary or permanent basis. Special mailers have been obtained and there was a meeting with the Post Office on the cost of mailing these books. This service will be for Newington residents only.

The Library will also be making available Kill-A-Watt monitors.

There are many programs scheduled for March, including March 20<sup>th</sup> an after hours teen event at which UCONN football players will be in attendance. Diane Durette will be presenting a program on April 6<sup>th</sup> entitled "What Every Investor Over Age 55 Should Know." Two librarians attended a program on job searching and how libraries can assist individuals with job searches.

#### **VI. ASSISTANT LIBRARY DIRECTOR'S REPORT**

Lisa asked the Board of Trustees to update their information on the list that she passed around.

#### **VII. FRIENDS OF THE LIBRARY**

Natalie Harbeson reported that the Friends book sale will be April 30<sup>th</sup> through May 3<sup>rd</sup>. She will have a sign-up sheet at the April meeting for those who would like to help out. The Friends Annual Meeting is scheduled for June 10<sup>th</sup> and she asked if anyone had any nominations to serve on the Friends Board to please let her know. There will be a bus trip to the JFK Museum and Quincy Market in May, and to New York City in June.

#### **VIII. COMMITTEE REPORTS**

A. PEP (Planning, Evaluation, Policy)

1. Library Board Opening Update

Neil reported that Richard Jaworski has written a letter to the Republican Town Committee notifying them of his interest in serving on the Library Board.

Sue Wright's term is up and she will let the Republican Town Committee know that she would like to be reappointed.

B. Investment Committee

Eric stated he had no report.

C. House Committee

1. Furniture Update
2. Next Project on the List

Diane reported that Linda Stamm appraised the furniture and there is one specific item that once repaired will be worthwhile. The shutters need to be repaired soon because once the bees come it is difficult to repair them.

D. Facility and Site

Paul had no report.

E. Fund Development

Anna was told that the webpage is done and up. Thanks were expressed to Lisa for doing such a great job on the webpage. Lisa stated that the webpage needs to be made more visible; right now it is listed under the Board of Trustees. Anna reported on upcoming workshops: March 16<sup>th</sup> at the Hartford Public Library from 10:00 AM to Noon; and the Hartford Foundation is sponsoring two workshops on May 13<sup>th</sup> and June 9<sup>th</sup>. Anna will be attending the one on March 16<sup>th</sup>, and Anna and Marian will try and attend the one on May 13<sup>th</sup>.

F. Budget

1. Town Manager's Budget Request to the Town Council
2. Library Budget Review with Town Council – Tuesday, March 10 at 7:00 PM

Trudie reported that the Library's budget will be reviewed with the Town Council on Tuesday, March 10<sup>th</sup> at 7:00 PM. Maureen stated that any Board member who is available and would like to attend this review is more than welcome. The budget will be presented with a 5% cut in the book funds.

**IX. OLD BUSINESS**

A. 5K Race

Eric reported that the 5K Race Committee met this evening. DataMail and Clinical Laboratory Partners have each stated they will be a \$500 sponsor. Panera will be providing 70 bagels, and the Friends will be providing water. Eric passed around a list from Dennis asking those people who helped out last year in obtaining prizes to once again help this year. Eric also thanked the Board of Trustees for their sponsorships. The 5K Race is scheduled for Sunday, May 17<sup>th</sup>.

B. Friends' Storage Unit Update

Eric reported that the permit has been obtained and the Friends are proceeding with the purchase and placement of the storage unit.

C. Scholarship Update

Marian reported that there will be an article in the April edition of Newington Life about the scholarship. Applications are available and staff is very excited about this opportunity.

D. Staff Appreciation Event

This event will take place on Friday, October 16<sup>th</sup> at 6:00 PM at the Hillstead Museum in Farmington. A caterer has to be chosen. Judy and Trudie will handle the invitations. Tours of the museum will also take place that evening.

E. Patriot Act Issues

Eric stated there was no report.

F. Long Range Planning – Chris Bradley at April Meeting

Marian will ask Chris Bradley to attend the April Board meeting to discuss Long Range Planning. The Board will hold a quick meeting at 7:00 PM and ask Chris to come for 7:30 PM.

**X. NEW BUSINESS**

A. Mr. David King, Vice President of Kaestle Boos Associates, Inc. – Proposal for Expansion Study

This was discussed at the beginning of tonight's meeting.

**XI. PUBLIC PARTICIPATION**

There was no Public Participation.

**XII. ADJOURNMENT**

**MOTION: Paul Crosswaith made a motion to adjourn, Eric Rothauser seconded the motion, all were in favor, and the motion to adjourn was unanimously accepted with an 11-0 vote at 8:43 PM.**